FAST Updates for 2022 Budget Season

Required Documents:

Users are required to use the most up-to-date versions of the Annual Financial Statement (Version 2021) and Budget (Version 2022) Templates.

There are also new standardized documents for Solid Waste Collection District Annual Financial Statements (Version 2021) and Budgets (Version 2022). The respective excel workbooks will be uploaded to the Municipal Annual Financial Statement and Municipal Budget modules in FAST.

All documents are available for download from the Division's [FAST webpage](#).

Annual Financial Statement Templates Updates from 2021 to 2022:

1) **Single Document for Calendar Year Municipalities, State Fiscal Year Municipalities, and Counties.** Users will select "Municipality" or "County" in cell F7 on "KEY INPUTS".
   a. Pages not applicable to counties will be hidden upon selecting the "County" option.
   b. In the dropdown menu in cell D8, counties are listed *after* all 565 municipalities.
   c. Total Amount to be Raised by Taxation – Realized (cell I21 on Sheet 17) will be unlocked for counites upon selecting the "County" option on "KEY INPUTS" and entering an "X" in cell O6 on Sheet 17.

2) **Similar to the Municipal Budget, users can select "Standard" or "Expanded" by section, as opposed to the entire document.** These options are on the "KEY INPUTS" tab. Users should only select "Expanded" once all pages in the "Standard" setting have been used. The following pages can be adjusted:
   a. Trust Fund Trial Balance (Sheet 6)
   b. Schedule of Trust Fund Deposits and Reserves (Sheet 6B)
   c. List of Banks Supporting Cash on Deposit (Sheet 9A)
   d. Grants Receivable (Sheet 10)
   e. Grants Appropriated (Sheet 11)
   f. Grants Unappropriated (Sheet 12)
   g. Chapter 159s (Sheet 17A)
   h. MRNA (Sheet 20)
   i. Improvement Authorizations (Sheet 35)
   j. Capital Improvements Authorized (Sheet 37)

3) **Users are now able to select the exact number of utilities** (0 through 6).
   a. The "KEY INPUTS" tab will be preset to one (1) set of utility pages.
   b. If your municipality does not have a utility, select zero (0).
   c. Do not skip sets of utility pages; enter the exact number of utilities in your municipality.

4) **Column widths have been expanded throughout the document.**

1) **Single Document for Calendar Year and State Fiscal Year Municipal Budgets.**

2) There was previously functionality to convert between a "Standard" and "Expanded" size template. This functionality has been revised so that **users can select "Expanded" for specific sections, as opposed to expanding the entire document**. The "Standard" and "Expanded" options are on the "KEY INPUTS" tab. Users should only select "Expanded" once all pages in the "Standard" setting have been used. The sections that can be expanded are:
    a. Grant Revenues (Budget Sheet 9)
    b. Other Special Items of Revenues (Budget Sheet 10)
    c. General Appropriations (Budget Sheet 15)
    d. Grant Appropriations (Budget Sheet 24)
    e. Capital Budget and Capital Improvement Fund (Sheets 40b, 40c, and 40d)
    f. Summary Tabs (Summary Data, Budget Summary, Tax Summary)

3) **Users are now able to select the exact number of utilities** (0 through 6).
    a. The "KEY INPUTS" tab will be preset to one (1) set of utility pages.
    b. If your municipality does not have a utility, select zero (0).
    c. Do not skip sets of utility pages; enter the exact number of utilities in your municipality.

4) **The Transfer Column for Appropriations has been updated.** The functionality is now like the Canceled column. The amount of the transfer itself (positive number for _transfers to_ that line item; negative number for _transfers from_ that line item) will be entered in Column S (Column Q for utilities), and the actual "Total as Modified by All Transfers" column will update accordingly.

5) **The Appropriation Cap page now displays the CY Appropriation amount** (Item H-1 from Sheet 19) **and calculates whether the municipality is over or under the Appropriations Cap.**

6) **The Levy Cap Bank information and Recap of Health Insurance Appropriation now exist on a single page**, entitled "Cap Info", and numbered "Sheet 3d". There is now a single blank page, entitled "Budget Message", and numbered "Sheet 3e", where municipalities can enter additional budget message information.

7) **FCOA Code 29-394 has been added as a "User Defined" Education function code**. Each Revenue and Appropriation category now includes "User Defined" FCOA codes. "User Defined" codes may be used multiple times.

8) **Column widths have been expanded throughout the document.**

1) There was previously functionality to convert between a "Standard" and "Expanded" size template. This functionality has been revised so that **users can select "Expanded" for specific sections, as opposed to expanding the entire document**. The "Standard" and "Expanded" options are on the "KEY INPUTS" tab. Users should only select "Expanded" once all pages in the "Standard" setting have been used. The sections that can be expanded are:
   a. General Appropriations (Sheet 13)
   b. Capital Budget and Capital Improvement Fund (Sheets 29b, 29c, and 29d)
   c. Summary Tabs (Summary Data, Budget Summary, Tax Summary)

2) **Users are now able to select the exact number of utilities** (0 through 2).
   a. The "KEY INPUTS" tab will be preset to one (1) set of utility pages.
   b. If your county does not have a utility, select zero (0).
   c. Do not skip sets of utility pages; enter the exact number of utilities in your county.

3) **The Transfer Column for Appropriations has been updated.** The functionality is now like the Canceled column. The amount of the transfer itself (<u>positive number for *transfers to*</u> that line item; <u>negative number for *transfers from*</u> that line item) will be entered in Column S (Column Q for utilities), and the actual "Total as Modified by All Transfers" column will update accordingly.

4) The **following "User Defined" FCOA Codes have been added**:
   a. 22-195 to 22-209 (Code Enforcement, Weights & Measures, etc.)
   b. 27-366 to 27-375 (Health and Human Services functions)
   c. 29-401 to 29-404 (Education functions)

5) **Column widths have been expanded throughout the document.**

Solid Waste Collection District Documents:

Standardized Solid Waste Collection District Annual Financial Statement and Budget templates are required to be used and must be uploaded as a separate attachment when submitting the general Municipal Annual Financial Statement and Budget. These templates are also downloaded from the Division's FAST webpage. The functionality of each document is similar to that of the Annual Financial Statement and Budget templates.

1) After the submission deadline for Annual Debt Statements, **the Division will implement functionality to allow users to reopen their Annual Debt Statement to revise per Audit**.

2) **All modules now feature the ability to remove attachments** by clicking an "x" in the "Delete" column of each module.
   a. For the Municipal and County Budgets, this functionality will be available up until the DocuSign process is initiated.
   b. For all other modules, this functionality will be available until the "Submit" button is clicked.

3) **The document repository for each module has been refined**:
   a. New version control so the most recently uploaded document is easily referenceable.
   b. Clearer differentiation between draft and filed Annual and Supplemental Debt Statement reports.
   c. Documents are now uploaded by category for easier differentiation by local government entities and the Division during budget review and data collection processes.

4) **Core documents will be automatically named:**
   a. **Budget, Annual Financial Statement, User Friendly Budget, Levy Cap Workbook, and CNC will populate with correct naming convention upon upload to correct category.**
      i. For example, when a municipality uploads their Municipal Budget to FAST, the document will automatically be named with the muni code, year, and document type.
   b. Because files will be renamed upon successful upload, users should pay close attention to which category they are uploading each document.